

## October 15, 2024 AMHI/CSP Statewide Meeting Notes

- Welcomed attendees
- Equity Acknowledgement
- AMHI/CSP Staff Introductions
  - Pam Sanchez, Supervisor
  - Breanna Bertozzi, Team Lead
  - Christian Ederer, Team Lead
  - Jamie Preuss, American Indian Consultant
- DHS Updates
  - All inquiries need to come through the team email address: MN\_DHS\_amhi.dhs@state.mn.us
  - All inquiries need to use naming convention
    - Example: Region 2, Beltrami Co. AMHI Budget Modification
    - Regions must include their Fiscal Agent in the subject of emails and in document names
  - Contracting update
    - Team Leads are continuing to review applications
    - Team Leads are emailing clarifying questions to applicants/grantees as needed
    - Team is beginning to send applications through for internal processing
    - Contracts will start to go out for signatures as they are internally approved at all levels
  - Budget reminder for grantees
    - Budget revisions will be needed from those who listed RFP/parked funds on application
      - All budget changes need to be submitted together as one budget revision
    - Budget revisions should be submitted no more than quarterly
    - Budget revisions are needed in order for grantees to be able to bill against the correct BRASS codes with sufficient funds
    - Grantees will want to complete budget revisions prior to the end of the quarter
      - 1st Quarter ends March 31, 2025
      - If an amendment is required (more than 10% of funds), additional time will be needed for processing
    - Question: Is a budget revision needed for any budget changes or only if the budget revision will be more than 10% of our annual allocation?
      - Answer: A budget revision form is always required to move funds. An amendment will be required if the budget changes are more than 10% of a grantees annual allocation.
    - Question: For Regions, do we submit budget revisions for each of the counties within our Region or do we do one budget revision for our Region?
      - Answer: A Region would submit only one budget revision for their entire Region's allocated budget.
- MHIS Team Introductions and Updates
  - MHIS Team Members
    - Nnenna Diana Ikeomumu - MHIS Coordinator
    - Rhonda Neal - MHIS Technical Assistant
    - Elder de Sousa - MHIS Research Analysis Specialist
  - MHIS – Mental Health Information System
  - Agencies are required to report via MHIS bi-annually
    - 6-month periods
  - Send MHIS related inquiries (including training requests) to [dhs.amhis@state.mn.us](mailto:dhs.amhis@state.mn.us)
    - Include Agency ID and an overview of your request in your email
  - MHIS Team is working toward offering live trainings in the near future

- New providers who do not have access to MHIS, will need to reach out the MHCP Provider Resource Center for assistance
  - [MHCP Provider Resource Center / Minnesota Department of Human Services \(mn.gov\)](#)
  - Phone Number: 651-431-2700 or 800-366-541
  - Hours: Monday through Friday from 8 a.m. to 4:15 p.m. (closed from noon to 12:45 each day for lunch)
- Reviewed MHIS reporting data samples
  - Discussed the importance of data reporting
    - This data gets used/reviewed at all levels, all the way up to the Legislature
    - Data drives our funding
- Question: Is there any way to see if an AMHI is missing reporting data?
  - Answer: The MHIS Team will be sending out reports bi-annually for AMHIs to review the reporting data within their AMHI.
- Question: Will MHIS expand to include all BRASS codes?
  - Answer: The MHIS team will discuss this – requested more detail to address this question further.
- Question: Will the AMHI reports expand to include genders beyond Male and Female?
  - Answer: "Other" has been added. MHIS Team is always open to doing more/better.
- Question: Is there replacement plan to address the phase out of spreadsheet reporting?
  - Answer: The MHIS Team is consulting with the AMHI/CSP Team to address this.
- Behavioral Health Administration – Adult Mental Health Unit Update
  - The Behavioral Health Division is now their own Administration
  - These changes are occurring to increase access and opportunity for all services, to reduce stigma, and to better address workforce shortages
  - The AMHI/CSP Team is a part of the Adult Mental Health continuum
    - The AMHI/CSP Team is continuing to grow and expand
    - There are currently two vacant consultant positions on the team
      - Hoping to have those positions filled in early 2025
- AMHI/CSP Contract Language Review and Grant Monitoring
  - County Duties
    - Included in the application
    - Attached to executed contracts
  - Terms of Payment
    - Total obligation covers two full calendar years
      - In first calendar year of the contract (2025), the grantee cannot invoice the state and the state cannot pay more than half of the total obligation/total budget amount
      - Underspensing in calendar year one (2025) is not available for use in future calendar years
    - Grantees will receive an initial advance at the start of each calendar year during the contract term
      - Advances will be reconciled at the end of each calendar year of the contract term
    - Question: What happens to any unspent funds?
      - Answer: The funds are returned to the General Fund
  - Travel Expenses
    - Grantee shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from the State.
  - Capital Purchases
    - All expenditures must be for services or items necessary for the delivery of those services. "Capital" purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which exceeds \$5,000.
  - Administrative Costs and Reimbursable Expenses
    - Grantees shall not invoice the State for services that are reimbursable via a public or private health insurance plan. If grantee receives funds from a source other than the State in exchange for services, then grantees may not receive payment from the State for those same services. Grantee shall seek reimbursement from all sources before seeking reimbursement.

- CSP Statute: [Sec. 245.4712 MN Statutes](#)
  - Subd. 3. Benefits assistance. The county board must offer to help adults with serious and persistent mental illness in applying for state and federal benefits, including Supplemental Security Income, medical assistance, Medicare, general assistance, and Minnesota supplemental aid. The help must be offered as part of the community support program available to adults with serious and persistent mental illness for whom the county is financially responsible and who may qualify for these benefits.
- Question: There are providers that say the MA rates for TCM are not enough and they want the counties to subsidize – can we do that?
  - Answer: No, the rates are set.
- Procuring Goods and Contracted Services
  - Contracting and bidding requirements. Grantee certifies that it shall comply with [Minn. Stat. § 471.345](#).
  - Debarred vendors. In the provision of goods or services under this contract, grantee must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, grantee must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration’s [Suspended/Debarred Vendor Report](#).
- Sub Contracts
  - Grantee, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with [45 C.F.R. §§ 75.351-75.352](#). Grantee shall ensure that the material obligations, borne by the grantee in this contract, apply as between grantee and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the State and grantee.
- Grant Management Policies
  - Grantee must comply with required [Grants Management Policies and procedures](#) as specified in [Minn. Stat. § 16B.97, subd. 4\(a\)\(1\)](#). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by [Office of Grants Management \(OGM\) Policy 08-10](#).
- Regional Workplan and Reporting Tool
  - Can be used by Region’s Fiscal Agents to help monitor funds dispersed to Counties within their Region
    - This tool is not required to be used
  - The tool consists of two tabs
    - Budget Detail tab
    - Budget Summary tab
      - This tab auto-fills with information from Budget Detail tab
- Upcoming 2024 AMHI/CSP Statewide Meetings
  - December 12<sup>th</sup>
  - 1pm-3pm
  - Details posted on the AMHI website: [Adult Mental Health Initiatives / Minnesota Department of Human Services \(mn.gov\)](#)